

**POSITION DESCRIPTION**  
**COUNTY OF BARTHOLOMEW, INDIANA**

**POSITION:** Mechanic  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:00 a.m. – 3:30 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** June 1992

**STATUS:** Full-time

**DATE REVISED:** July 2000, November 2015

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Mechanic for the Bartholomew County Highway Department, responsible for the maintenance and repair of all Department vehicles and heavy equipment.

**DUTIES:**

Services and repairs all Department machinery and equipment, including electrical repairs, overhauls, tire repairs, welding, makes necessary parts, and replacement of all parts and systems.

Maintains Department log of all repairs and maintenance activities; schedules and performs regular maintenance, including tire and fluid checks, tune-ups, and related activities.

Inspects and maintains hydraulic systems, as required.

Assembles new equipment when received and assists Department personnel with equipment, including connecting and disconnecting sand spreader, mowers, ditchers, and snow plows.

Monitors Department inventories and orders parts and materials, including oil, antifreeze, lubricants; picks up parts, and supplies and/or takes equipment and parts to local machine shops for repairs, as required.

Operates front loader as needed, including loading trucks, and moving equipment and machinery.

Operates various hand and/or power tools in performance of duties, including, hammer, screw drivers, wrenches, drills, power saws, air compressor and nozzle, ratchet, calipers, files, broom, gauges, steam cleaner, and deburring/deflashing tools.

Operates various machinery and equipment in performance of duties, including, but not limited to, fork lift, belt sander, pressure washer, grinder, drill press, cutting torch, and welding equipment.

Travels to areas of equipment failures to provide repair assistance; responds to emergency calls on 24-hour basis.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Thorough knowledge of the accepted principles and practices of gasoline and diesel engine repair and maintenance, with ability to accurately diagnose and repair breakdowns, schedule and complete regular maintenance procedures, and maintain appropriate material and parts inventories.

Thorough knowledge of hydraulic and electrical systems, transmissions, differentials, and other specialized areas, with ability to effectively identify and repair related breakdowns.

Knowledge of mechanics, painting, carpentry, electricity, and other areas applicable to assigned duties.

Knowledge of safety precautions and practices applicable to working with heavy equipment, vehicles, and a variety of combustible materials, with ability to assure safety of self and other at all times.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports, such as activity reports.

Ability to operate various hand and/or power tools in performance of duties, including, hammer, screw drivers, wrenches, drills, power saws, air compressor and nozzle, ratchet, calipers, files, broom, gauges, steam cleaner, and deburring/deflashing tools.

Ability to operate various machinery and equipment in performance of duties, including, but not limited to, fork lift, belt sander, pressure washer, grinder, drill press, cutting torch, and welding equipment.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers and other County department, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present finding in oral or written form.

Ability to read and comprehend service manuals, prints, sketches, layouts, and specifications, and complete parts orders as required.

Ability to work alone with minimum supervision and work on several tasks at the same time, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to compute/calculate, such as project material needs, square feet, or unit price.

Ability to occasionally work extended, weekend, and/or evening hours.

Ability to respond to emergencies on 24-hour basis.

Possession of a valid Indiana driver's license, a Commercial Driver's License, and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties under general supervision from Superintendent and is responsible for the over-all maintenance, diagnosis, and repair of a wide variety of vehicles and equipment. Incumbent works independently and schedules equipment repairs as breakdowns occur, making own decisions and taking necessary actions to effect required repairs. Care and skill are required to prevent injury to self and others and protect equipment, vehicles, and tools.

Incumbent reports directly to Superintendent.

## **III. PHYSICAL EFFORT:**

Incumbent frequently lifts vehicle components and equipment of moderate weight, occasionally required to lift heavy equipment and work in awkward or cramped positions to perform repair duties. Strain is not usually prolonged and effort is exerted for short to moderate periods of time. Manual dexterity is required for proper placement and adjustment of parts and visual/hearing acuity is necessary for identifying slight mechanical misalignments and movements.

## **IV. WORKING CONDITIONS:**

Incumbent performs duties in a garage environment and in the field, frequently exposed to operating vehicles, excessive noise, moving parts, toxic chemicals, fumes slippery surfaces, and a variety of related hazards. On-site repairs may involve exposure to inclement weather and heavy traffic.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Mechanic for the Bartholomew County Highway describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name